TECHNICIAN BENEFITS DURING FURLOUGH

Federal Employee Health Benefits
Federal Employee Life Insurance Benefits
Thrift Savings Plan
Retirement
Completion of Probationary Periods
Within Grade Increase
Leave
Military Duty or Workers' Compensation
Filing for Unemployment Compensation

Federal Employee Health Benefits

- Your FEHB will continue up to 365 days in a non-pay status. The Government contributions continue while employee is in a non pay status.

- Premiums may accumulate and be withheld from pay once technician returns to duty.

Federal Employee Life Insurance

- FEGLI – coverage continues for 12 consecutive months in a non-pay status without cost to the technician.

Thrift Savings Plan

- Law prohibits technicians in a non-pay status from contributing to their Thrift Savings Plan (TSP) account while on furlough. This also applies to the 1% agency matching contribution.

TSP Loan

- Can I take a TSP loan while I'm furloughed? Yes. By law, a TSP participant may take a TSP loan any time before separation. 5 U.S.C. § 8433(g)(1). The TSP has adopted an administrative rule that provides that TSP participants must be in a pay status in order to take a TSP loan. 5 C.F.R. § 1655.2(b). The TSP adopted this rule because it generally requires TSP participants to agree to repay their loans through payroll deduction. 5 C.F.R. § 1655.12(b). The first payment is due on or before the 60th day following the loan issue date. 5 C.F.R. § 1655.14(c).
- Since shutdowns are rare occurrences and are typically of short duration, the TSP's Executive Director has determined that it is in the best interest of TSP participants to interpret the requirement that participants be in a pay status to mean that a break in pay due to a Government shutdown does not disqualify one from TSP loan eligibility.
- A short-term break in pay status would still allow participants to commence payment by payroll deduction within the required 60 days of the loan issue date. If a shutdown were to extend beyond 60 days, participants would still be responsible for making loan payments.

Thrift Saving Plan Loan

- If you have an outstanding loan and you are furloughed, your loan payments will stop because they are deducted from your pay.
- Loans are not considered in default until the participant has missed more than 2-1/2 payments. If you miss a loan payment (or two) as a result of the furlough, you always have the option to make direct payments to the TSP using the Loan Payment Coupon available in the Forms & Publications section on the TSP website at http://www.tsp.gov.

Retirement

- Non Pay effect on my retirement? Six Months (6) in a non-pay status in a calendar year is creditable service. Coverage continues at no cost to the employees while in a non-pay status. When employees are in non-pay for only a portion of the pay period, contributions are adjusted in proportion to their basic pay (5 U.S.C. 8332 and 8411)

Creditable Service for Tenure and Probationary Periods

- Creditable Service for Tenure

  First 30 calendar days of each non-pay period
  is creditable

- Creditable Service for Probationary Period

  An aggregate of 22 non-workdays is creditable service

Within Grade Increases

- A total of 2 workweeks in a nonpay status in a waiting period is creditable service for advancement to steps 2, 3, and 4 of the General Schedule; 4 workweeks for advancement to steps 5, 6, and 7; and 6 workweeks for advancement to steps 8, 9, and 10 (5 CFR 531.406(b)). For prevailing rate employees (WG, WL, and WS schedules), a total of 1 workweek in a nonpay status is creditable service for advancement to step 2, 3 workweeks for advancement to step 3, and 4 workweeks for advancement to steps 4 and 5 (5 CFR 532.417(b)).

Accrual of Leave

- When a full-time employee accumulates 80 hours of LWOP during a pay period, the employee does not earn annual leave or sick leave during that pay period. The employee earns leave in the next succeeding pay periods until he or she again accumulates 80 hours of LWOP during a pay period (5 CFR 630.208). When a part-time employee is in a nonpay status, he or she will accrue less annual leave and sick leave, since part-time employees earn leave on a pro-rata basis--i.e., based on hours in a pay status (5 CFR 630.303 and 630.406). For purposes of computing accrual rates for annual leave (i.e., 4, 6, 8 hours each pay period), 6 months of nonpay status in a calendar year is creditable service (5 U.S.C. 6303(a) and 8332(f)).

Military Duty or Workers Compensation

- Non-pay status for employees who are performing military duty or being paid workers' compensation counts as a continuation of Federal employment for all purposes upon the employee's return to duty.

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"As A Furloughed Technician, What Must I Do?"

- You are considered a federal employee during this event, not a military member

- Documents you will need:
  - SF-50, Furlough
  - Social Security Card
  - Photo ID
  - Leave and Earnings Statements
  - WVNG Supplement 1 to ETA 931
  - SF -8, Notice to Federal Employee about Unemployment Insurance

- For Initial Claims you must go to a local office

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Choose the Unemployment Claim Office Location Nearest Your Home

- **Beckley**
- **Charleston**
- **Clarksburg**
- **Elkins**
- **Fairmont**
- **Greenbrier Valley**
- **Huntington**
- **Interstate**
- **Logan**
- **Martinsburg**
- **Mercer County**
- **Morgantown**
- **Parkersburg**
- **South Branch**
- **Summersville**
- **Weirton**
- **Welch**
- **Wheeling**

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Beckley UC Claims

Mailing Address:
P.O. Box 1577
Beckley WV 25802-1577
Phone: 304/256-6796
FAX: 304/256-6805

Office Location:
200 New River Town Center
Beckley, WV

Charleston UC Claims

Mailing Address:
P.O. Box 2753
Charleston WV 25330-2753

Phone: 304/558-0291
FAX: 304/558-1979

Office Location:
1321 Plaza East Shopping Ctr.
Charleston, WV

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Clarksburg UC Claims

Mailing Address:
P.O. Box 4157
Clarksburg WV 26302
Phone: 304/627-2120
FAX: 304/627-2170

Office Location:
16 Sterling Drive
Bridgeport, WV 26630

Elkins UC Claims

Mailing Address:
1023 N. Randolph Ave.
Elkins, WV 26241-4610
Phone: 304/637-0257
FAX: 304/637-0263

Office Location:
1023 N. Randolph Ave.
Elkins, WV

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Fairmont UC Claims

Mailing Address:
PO BOX 1468
Fairmont, WV 26555
Phone: 304/363-0654
FAX: 304/367-2779

Office Location:
320 Adams Street, Suite 107
Fairmont, WV

Greenbrier Valley UC Claims

Mailing Address:
20 Red Oaks Shopping Ctr.
Ronceverte, 24970-1348
Phone: 304/647-7410
FAX: 304/647-7412

Office Location:
20 Red Oaks Shopping Ctr.
Fairlea, WV

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Huntington UC Claims

Mailing Address:
2699 Park Avenue, Suite 240
Huntington WV 25704-2057
Phone: 304/528-5538
FAX: 304/528-5536

Office Location:
2699 Park Avenue, Suite 240
Huntington, WV

Interstate UC Claims

Mailing Address:
P.O. Box 2761
Charleston WV 25330-2761
Phone: 304/558-2657
FAX: 304/558-1195

Office Location:
112 California Ave, 7th Floor
Charleston, WV

Toll Free: 1-800-379-1032
M-F 0900-1500

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Logan UC Claims

Mailing Address:
P.O. Box 1619
Logan WV 25601-1619
Phone: 304/792-7020
FAX: 304/792-7023

Office Location:
212 Dingess Street
Logan, WV

Martinsburg UC Claims

Mailing Address:
P.O. Box 905
Martinsburg WV 25402-0905
Phone: 304/267-0065
FAX: 304/267-0071

Office Location:
891 Auto Parts Place, Suite 1314
Martinsburg, WV

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Mercer County UC Claims

Mailing Address:
195 Davis Street, Suite 104
Princeton, WV 24740-7416
Phone: 304/425-1896
FAX: 304/431-2517

Office Location:
195 Davis Street, Suite 102
Princeton, WV

Morgantown UC Claims

Mailing Address:
304 Scott Avenue
Morgantown WV 26508-8804
Phone: 304/285-3124
FAX: 304/285-3117

Office Location:
304 Scott Avenue
Morgantown, WV

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Parkersburg UC Claims

Mailing Address:
P.O. Box 658
Parkersburg WV 26102-0658
Phone: 304/420-4625
FAX: 304/420-4615

Office Location:
300 Lakeview Center
Parkersburg, WV

South Branch UC Claims

Mailing Address:
P.O. Box 350
Moorefield WV 26836-0350

Phone: 304/538-3176
FAX: 304/538-3178

Office Location:
1929 State Road 55 Ste 4
Moorefield, WV

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Summersville UC Claims

Mailing Address:
830 Northside Drive, Suite 123
Summersville WV 26651-2032
Phone: 304/872-0821
FAX: 304/872-0848

Office Location:
830 Northside Drive, Suite 123
Summersville, WV

Weirton UC Claims

Mailing Address:
100 Municipal Plaza, Suite 300
Weirton WV 26062-4573
Phone: 304/794-2000
FAX: 304/794-2003

Office Location:
100 Municipal Plaza, Suite 300
Weirton, WV

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Welch UC Claims

Mailing Address:
P.O. Box 689
Welch WV 24801-0689
Phone: 304/436-2527
FAX: 304/436-6310

Office Location:
110 Park Avenue
Welch, WV

Wheeling UC Claims

Mailing Address:
P.O. Box 6118
Wheeling WV 26003-0604
Phone: 304/238-1035
FAX: 304/238-1034

Office Location:
1275 Warwood Avenue
Wheeling, WV

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Finally, You'll Need to Know This

- Documents You'll need to take to the Unemployment Office:
  - SF-50, Furlough
  - Social Security card
  - Photo ID
  - Leave and Earnings Statements
  - WVNG Supplement 1 to ETA 931
  - SF -8, Notice to Federal Employee about Unemployment Insurance

- File as soon as you receive your letter from HRO

- Expect a check not sooner than 3-4 weeks after claim is